

Facilities Quarterly

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY ♦ FACILITIES DEPARTMENT NEWSLETTER

JULY
1999

COOPERATIVE EDUCATION PROGRAM UNDERWAY

Berkeley Lab has had a distinguished national student intern program for many years. But Work Force Diversity Head Harry Reed wanted something different last year when he and Deputy Director of Operations Klaus Berkner started the Cooperative Education Program with the Peralta Community College District.



Facilities draftsman Wayne Cox and intern Bettyjane Luzietti look over a CAD drawing.

“Summer interns typically do research and get increased knowledge in a particular academic field,” said Reed in a recent interview. “But after the summer is up, they generally go back to being full-time students. What Klaus and I wanted was a program where students would be viewed as prospective employees relative to career paths and to the Laboratory. We sought students from our East Bay community who not only represented the diversity of this community but who also showed clear aptitude and interest. These would be people whom we could hire, train further, and (we hope) retain as employees.”

In search of such students, Reed and Berkner met with officials from the Peralta Community College system (which includes Laney and Merritt College in Oakland, Vista College in Berkeley, and Alameda College in Alameda). “We needed to see if we could create a fit between the job requirements at the Lab and the community,” Reed said. “The best way to do this was to explore what the local community colleges had to offer. We weren’t certain that they would be

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FACILITIES LAUNCHES NEW WEBSITE

The Facilities Department website made its debut recently, offering a broad range of online resources for Berkeley Lab and beyond. Facilities’ new web presence pulls together several existing sites, including the Planning Group, Property Management, Work Request Center, Photo Catalog, Bus Services and some internal Facilities Department pages.

The site also features new home pages for each Facilities group. Among these, the new site unveiled by Site Services is the most fully developed, with pages for the Shipping & Receiving, Transportation, Fleet Operations, Bus Services, Stores, Property Management, Property Reuse, Facilities Procurement and Mail Services sections. A handy forms page provides online submittal of purchase requests, Stores orders, vehicle reservations, and vehicle overnight requests.

Other links on the Facilities home page allow

quick access to Department resources. The Work Request Center site includes a request form for Facilities services and one for reserving conference rooms. This site also provides photographs and descriptions of the conference rooms, and online scheduling of video services.

Other home page links take you to the Photo Catalog, keyplans and area sheets, Space Plan-

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EDUCATION PROGRAM

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teaching the kind of courses that met LBNL skill requirements. We expected that there would be something of a gap, but we were pleased enough with what was being taught, and with the enthusiasm Peralta faculty members and students showed with the pro-

gram, that we were able to move forward."

Peralta students learned about the program through faculty and college placement offices. The jobs offered by the Lab would be relevant to the student's career path, and the students would also get course credit for their work at the Lab. The program allows students to work a maximum of 20 hours per week during the semester, with the strong possibility of full-time

work during the summer, before the start of the fall semester.

At present, there are three Cooperative Education Program interns who have been working in the Facilities Department since the beginning of 1999: Bettyjane Luzietti (Laney College), working in the Architectural Group, and Renee Mercado (Laney) and Roberto Melaro (Laney), both working in the Projects Group.

So far, the program appears to be working to everyone's benefit. As Danica Truchlikova, Chief Architect of the Facilities Department (and Luzietti's supervisor in this program) said recently, "Bettyjane is getting plenty of training in computer-aided design (CAD), which will help her in pursuing her A.A. degree in architecture. But she is getting far more than that; she's getting a feel for architectural work in the real world, which academic training by itself can't give her. So much of what architects do has nothing to do with academics—the work ethic, working as a team, coordination with other design disciplines. All these things are essential to being a professional in this field."

Charles Allen, Project Management lead and the supervisor of Mercado and Melaro, has a similar response to the program. "We treat Renee and Roberto like regular employees. Naturally, we help them along as much as we can, just as we would any new employees, but they are expected to perform real work, learn the specific skills for doing certain tasks (which they're not likely to get in a classroom), and generally learn about being an employee (being on time, cooperating with coworkers, and so forth).

"I've also asked them to put together a reference book of procedures," continued Allen, "notes on what they learn here that they can

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FROM THE FACILITIES MANAGER...

The moves continue. The consolidation of support functions in Berkeley Towers was successful, and the new tenants are pleased with their new workstations and offices. There are still a few punch list items to clean up, but we hope to clear them up in the next week or so. Our next task is to complete the moves from 934 to on-site laboratories and clear areas of 70A

by consolidating some Engineering functions in 84 and 62.

On a larger scale we will have the new genome sequencing facility in 64 completed by the end of this year. We have awarded the contract for the second floor of the ALS and are back on schedule for that project. The lease for the off-site Laboratory Computing Center is in negotiation and the programming nearly complete. The Laboratory Computer Center will house NERSC, freeing office space in the 50 complex and other computer-related programs that can successfully work off-site. The Blackberry Canyon Electrical Upgrade has begun Phase II, and the contractor will soon commence pulling cable. Design continues for Building 77 seismic upgrade, our other line item project. Funding for a line item project is not expected in FY 2000, but there are good signs for the domestic water upgrade in 2001.

For those of you that have not received the most recent scorecard, the Cafeteria, Property Management and Electronics Repair Shop (overhead page, radios, etc.) have been consolidated into Facilities. Though quarters are a little crowded now, space should ease a little early next year after we move some functions into Building 69.

The Behavior-Based Accident Prevention Program (WOW) continues to grow. We recently exceeded 100 observations per month, and the office program (OBAP) has completed the first test observations. The Steering Committee has done a great job.

Bob Camper

Work SMART...

WORK SAFELY...

If it is not safe, STOP the work.

FACILITIES DEPARTMENT

Facilities provides Berkeley Lab with a full range of architectural and engineering, construction, and maintenance services for new facilities and for modification and support of existing facilities.

Architectural and engineering services include facility planning, programming, design, engineering, project management, and construction management. Maintenance and construction functions include custodial, gardening, and lighting services; operation, service, and repair or replacement of equipment and utility systems; and construction of modifications, alterations, and additions to buildings, equipment, facilities, and utilities. Additional services include

bus and fleet management, mail distribution, stores distribution, property management, property disposal, cafeteria operations, and electronics repair.

Ongoing Facilities activities include renewal and upgrade of site utility systems and building equipment; preparation of environmental planning studies; in-house energy management; space planning; and assurance of Laboratory compliance with appropriate facilities-related regulations and with University and DOE policies and procedures.

The Work Request Center expedites facility-related work requests, answers questions, and provides support for facility-related needs.

FOCUS ON SERVICE: FURNITURE ACQUISITION

In January, Procurement and Facilities implemented the full service, turnkey furniture acquisition option of the Systems Subcontract between the University of California and Steelcase, Inc.

This turnkey system offers a broad range of services as part of the purchase price of furniture, including space planning, furniture selection, color and finish coordination, furniture specifications, estimates/quotes, order entry, status reports, receiving/inventorying, warehousing, delivery, and installation. The Steelcase representative, Educational & Institutional Cooperative Services, Inc. (E&I), provides and coordinates all these services, based on a competitive UC-systemwide agreement that achieves maximum discounts.

Advantages of the turnkey system include a fixed cost from design to installation, assembly and installation by professional furniture installers, and a

single source for checking the status of your order. Furniture layouts are by a licensed interior designer with extensive knowledge of Steelcase furniture systems as well as those of Steelcase partners.

A single request to the Work Request Center initiates the acquisition process. The Work Request Center assigns a tracking number and forwards the request to a furniture specialist assigned to the Lab, who schedules a meeting with the requester and assists with office layouts and setting a budget. She also advises on available furniture systems and selection of colors, fabrics, and finishes.

After the requester approves the layout, the furniture specialist prepares detailed specifications with a final estimate. Upon approval by the requester, she then places the order with Steelcase. The quoted delivery time is from the day the request is entered into the

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COMPLIMENTS

Praise came from many sources (Gail Mosely and Helen Jefferson of ASD, Eleanor Blakely, Stacy Gauny and Amy Kronenberg of Life Sciences, David Shuh of Chemical Sciences and David Wilson of Technical Services) for Facilities' response to a major water leak in Building 70A on Saturday, April 3, and the subsequent cleanup and repair. Personnel from Maintenance, Custodial Services, Electrical, and Carpentry, as well as EH&S and the Fire Department, all contributed to the quick restoration of several laboratories to normal operations. Special mention goes to: Dayna Barrett, Joseph DeMello, Paul Fleming, Vic Haskett, Jesse Hill, Barry Pope, Bob Wisdorf, John Hutchings, Robert Torres, George Rojas, Michael Bouchard, Kathy Court, Maria Guerra, Todd Walker, Bob Thomas, Richard Doty, Ray Statam (EH&S), and Glenn Garabedian (EH&S).

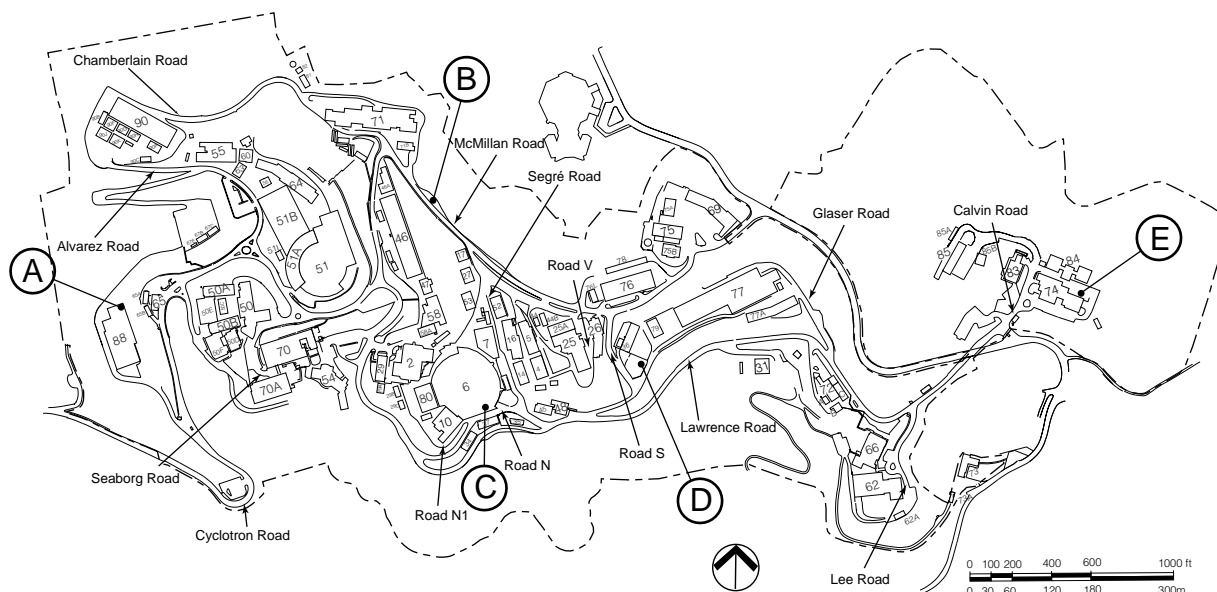
WORK REQUEST CENTER

Telephone	6274
Fax	7805
E-Mail	WRC@lbl.gov
Mailstop	76-222
Web	web3.lbl.gov/wrc

WRC welcomes questions or comments about Facilities Quarterly.

CONSTRUCTION AND YOU

Current construction projects affecting parking, or vehicular or pedestrian circulation



Project Contacts. The name in parentheses after each project is the Project Manager (PM) or other person who is responsible for project oversight: coordinating all phases from design through construction; controlling cost, scope and schedule; and ensuring client satisfaction. This person will be happy to answer any questions about the project.

Bldg 88: Seismic Anchoring of Shielding Blocks

A			
	JUL	AUG	SEP

Some parking will be affected. Access to Building 88 will be blocked off at the northwest corner entrance. (Lonny Simonian, x6088)

Blackberry Switching Station

B			
	JUL	AUG	SEP

The contractor will continue to occupy the laydown area on McMillan Road until early 2000. (Chuck Taberski, x6076)

Bldg 6: 2nd Floor Office & Lab Buildout

C			
	JUL	AUG	SEP

Parking spaces along the south side of Bldg 6 will be reserved for contractor use. (Richard Stanton, x6221)

UC Hill Area Substation

D			
	JUL	AUG	SEP

UC Berkeley is constructing a new electrical substation at the corner of S Road and Glaser Road beginning July 6, 1999. Construction will be limited to the actual site of the substation itself, but Lab employees can expect slow-moving construction vehicles and occasional closures of Glaser Road while the contractor is installing underground duct banks and electrical equipment supporting structures on the down-slope side of Glaser Road. Construction is scheduled to be completed in early 2000. (Chuck Taberski x6076)

Bldg 934 Relocations to Bldg 74

E			
	JUL	AUG	SEP

Laboratory renovations on the third floor of Building 74 will continue through September. Parking spaces in front of Building 74 will be used by the contractor. (Richard Stanton, x6221)

“CAUTION—CONSTRUCTION AREA”

Construction barricades and warnings are there for your protection. Under no circumstances should you cross a construction barricade, or disobey posted warnings or directions. Contact the Project Manager for escorted access to construction areas.

ON THE DRAWING BOARD

projects in study or conceptual design

Bldg 74: Rehabilitation of Building Systems

This project will upgrade Building 74 mechanical and electrical systems, provide seismic upgrade of the structure, and bring architectural features up to code. As part of the project, the Building 84 utility center will be expanded to accommodate Building 74 utilities, including relocated mechanical equipment and new electrical switchgear. This project is under consideration for FY 2001 funding. (Richard Stanton, x6221)

Sitewide Water Distribution Upgrade, Phase 1

Much of Berkeley Lab's fresh-water supply system has been in place for over 30 years. This project will replace about 0.9 mile (1.5 km) of cast iron pipe and upgrade the remaining 5 miles (8 km) of pipe with corrosion protection, new valves, pressure reducing stations, improvements to an existing water storage tank, and a new water storage tank in the East Canyon area. Facilities has prepared an updated conceptual design report for FY 2001 funding consideration. (Charles Allen, x6438)

IN PROGRESS

Blackberry Canyon Switching Station Replacement

The project has been awarded to Contra Costa Electric and will begin construction in early July 1999. Until September 1999, most of the construction will be limited to the new switching station structure located behind Building 51. The impact upon Lab parking and traffic will be minimum until that time. In early September, the contractor will begin the slow process of installing the 12 kV feeders. During this phase of construction, manholes in the street will be opened and flaggers will direct traffic into single lanes at various times. No roads will be closed. Contract completion is scheduled for the early spring of 2000. (Chuck Taberski, x6076)

Bldg 6: Laboratory and Office Buildout

This project will build out approximately 12,000 sq ft (1,100 sq m) of laboratory, office, and research support space in the existing unfinished area on the second floor of Building 6. (Richard Stanton, x6221)

Bldg 62: Third-Floor Alterations and Moves

Modifications to the third floor of Building 62 are under study to convert the space for use by Life Science Division researchers. (Richard Stanton, x6221)

Bldg 70A: Actinide Laboratory Upgrade

Demolition of old mechanical equipment on the building roof, required for installation of a new high-efficiency particulate (HEPA) filtration system, has begun. Installation of the HEPA system for room 1129 will take place in July and August. (Lonny Simonian, x6088)

Bldg 64: Life Sciences Office and Lab Expansion

This project will construct approximately 4,800 gross square feet of genome sequencing laboratory and office facilities on two floors in the Building 64 high bay area. Heating, ventilation, and air conditioning, as well as card

access and electrical and network utility services, will be provided. Construction is now in progress. (Kirk Haley, x5973)

Bldg 64: High Bay Space Conversion

A portion of the Building 64 high bay and of Building 51 (approximately 9000 square feet) will be renovated and upgraded to accommodate offices, dry laboratories, an assembly area, a machine shop for light machining, and a storage area. The project also includes demolition and removal of miscellaneous electrical equipment and outdated scientific equipment. Final engineering is now in progress. (Richard Stanton, x6221)

Bldg 77: Rehabilitation of Building Structure & Systems

The Architect/Engineers have completed preliminary design and are proceeding with final design. This project will arrest differential settlement of Building 77, replace building cross bracing, and realign bridge crane runways. Upgrades to the building HVAC system and addition of thermal insulation will improve temperature controls, supporting the building's precision-engineering mission. Other improvements will include new sound baffles and building architectural and electrical system upgrades. (Lonny Simonian, x6088).

Bldg 88: Seismic Anchoring of Shielding Blocks

Installation of exterior steel buttresses on the north and west sides of the building started in late June. Drag struts will be installed in July and August connecting the buttresses to steel members on top of the caves. (Lonny Simonian, x6088)

JGI Production Sequencing Facility

Construction of the tenant improvements for this fast-track project is under way, and completion is expected in September. User outfitting with lab benches, equipment hookups, etc., is scheduled for completion in April 2000. Building 400 will contain more lab space and twice as many sequencers as Building 100, which is now in operation. (Kirk Haley, x5973)

WEBSITE

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ning, Furniture Procurement and, yes, Facilities Quarterly. The newly redesigned Photo Catalog is a database containing several hundred photos of Berkeley Lab's buildings and infrastructure. The online key plans have been enhanced with the addition of area sheets containing space usage data for all Berkeley Lab's buildings. The Space Planning page provides status and schedule information for office and laboratory moves that have been approved and funded by Laboratory management. Furniture Procurement gives guidelines for using Berkeley Lab's turnkey furniture procurement system (see story, page 3). The Facilities Quarterly page contains Adobe Acrobat files for current and past issues.

Preparation of the new website was a joint effort of Facilities Planning and Site Services, with support from other Facilities groups. The address is www.lbl.gov/Workplace/Facilities. Comments are welcome, and may be addressed to Jacques Pryor (JAPryor@lbl.gov) or Jim Miller (JDMiller@lbl.gov).

PARTNERSHIP

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refer to in the future, so that they'll have a model for how to deal with process permits, change orders, submittals on construction contracts—those things that a construction professional has to deal with from time to time. They get performance reviews, just like any other employees. I'm happy to say that they've done solid work and they're improving steadily."

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FURNITURE

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Steelcase order database.

The furniture specialist coordinates her work with Facilities when supplementary work is required, such as electrification for partitions, telephone/data hookups, or removal of existing furniture and equipment. However, services provided by Facilities are in addition to the cost of furniture.

The contract obligates Berkeley Lab to make Steelcase the first choice as supplier, and all furniture orders have to go through the new system. When furniture must meet special requirements that Steelcase can't meet, alternative furniture is considered on a case-by-case basis. Items from the ergonomic catalogue provided by EH&S evaluators, other than Steelcase products, may be ordered directly through Procurement.

As with every change, implementation takes time. Facilities and the Furniture Specialist are working hard to solve implementation glitches. With support from the Berkeley Lab community, the streamlined process should prove both efficient and cost effective.

More details on furniture procurement at Berkeley Lab are available on the Web at <http://www.lbl.gov/Workplace/Facilities/Projects>. For more on the Steelcase product line, take a look at their website at www.steelcase.com.

Reed is optimistic about the future of the Cooperative Education Program and its expansion to other areas of operation. "If we want to create a work force that mirrors our community, I can't think of a better way than through these kinds of community outreach and recruitment programs."

FURNITURE OPTIONS

PRE-OWNED FURNITURE

A good source for the budget-minded is the Building 903 Warehouse, which is presently bursting with surplus office furniture, much of it quite new and all of it free for the asking for Berkeley Lab use. Among the items available at this Costco-sized facility are modern Steelcase desks, computer tables, chairs, file cabinets, solid oak desks, and about 50 pallets-full of office partitions. The warehouse will coordinate free delivery with Facilities Transportation.

Warehouse Supervisor Don Prestella emphasizes that delivery is part of the deal: "If they come down to the Warehouse, we'll deliver to the requester." Building 903 is located at 2700 7th Street in Berkeley, between University and Ashby. For more information or to set up an appointment at Building 903, call Paul Stagnaro (Partitions—x4587) or Tom Hardy (Chairs, Furniture—x4938).

LOANER CHAIRS

If your chair is giving you problems, the ergonomic chair loaner program allows you to try out the Steelcase "Rapport," "Criterion," and "Neutral Posture" chairs stocked by Stores. If, after two weeks, the loaner is satisfactory, you keep it. If not, it can be returned without a protracted procurement process. For more on this program, contact Charlotte Bochra at the Medical Center (x4268), or go to the Ergonomics Web Page: www.ehs.lbl.gov/ergo. Also, plan on attending the LBNL Annual Ergonomics Fair on July 26 and 27.